

Hall Memorial Library Board of Trustees Meeting
Tuesday, June 9, 2026
7:00 p.m.
93 Main Street and ZOOM

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TOWN CLERK

I. Call to Order

The meeting was called to order at 7:01 p.m. by Chair Peg Busse. In attendance: Peg Busse, Mary Blanchette, John Halloran, Anna Michalak, Christina Keune, Deanna Wambolt-Gulick, Library Director Susan Phillips, Recording Secretary/Bookkeeper Rhonda Villanova, and Citizen Wil Ducheneau; via ZOOM: YA Librarian and Assistant Director Ashley Dabbondanza and BOF Liaison Gomathi Ramachandran

Motion (Blanchette), Seconded (Wambolt-Gulick) to add Patron Conduct Policy to the agenda under New Business; all in favor, motion passed unanimously

II. Citizen's Forum

Wil Ducheneau wanted to first commend the monthly newsletter's changed format. He also had a Patrick O'Brian series (about 20 books) and a couple standalones in paperback he was interested in donating and wondered if they would be accepted. Peg Busse explained the usual procedure of donation review. As his were in very good condition Peg suggested they would probably be sold as a set through the Friends of the Library.

III. Chairman's Report

Peg Busse read a letter from a homeschool family in appreciation of "Mr. Ryan" and the programs he runs. They thought he was "engaging" and "has an amazing talent for hosting these programs." The children "rave about" the programs to their friends.

There was also a note from DPW regarding items the antique storage in the basement. Susan Phillips noted she took care of those and that there are items marked for discard as DPW has time.

IV. Approval of Minutes

Motion (Wambolt-Gulick), Seconded (Keune), to approve May 5, 2026 Special meeting minutes; all in favor, motion passed unanimously.

Motion (Blanchette), Seconded (Keune), to approve May 19, 2006 regular meeting minutes; all in favor, motion passed unanimously.

V. Income Report

The Board reviewed the Income Report.

VI. Current Year Budget Report

The Board reviewed the Budget Report. Peg Busse noted there were only a couple weeks left for the fiscal year. Susan Phillips stated recent bills had been submitted for payment, just not on the report yet. Susan gave some input on those latest bills. The Board discussed numbers they knew would be off due to changes in schedules from part time to full time, and Friends of the Library contributions that were included in the budget, but not on the report. Susan will see if there is an option for a report that includes the FOL contributions.

VII. Library Director Report

Susan Phillips summarized her report. Mary Blanchette had questions regarding the emergency call box recently installed on the outside wall near the back staff entrance. It was added at the Library as part of an upgrade to the emergency box program town wide. Also, the old furniture in the basement was discussed, their condition and options.

VIII. Friends of the Library Report

Peg Busse shared that the fiscal year ended on May 31st for the FOL. There will be two members doing an audit on June 22nd. Patty Wendell, current FOL Treasurer, will be handing over the reins to her replacement.

IX. New Business

- a) Security Incident – There was recently an incident where a person did not feel safe in the parking lot and called the Police. The Police made a request to look at the library's security footage. There were questions on how to access and view and IT was called. There are privacy concerns about recording patrons in a library that do not pertain to other public buildings. The purchasing of new security camera will precipitate a policy that will need to follow current statutes. Peg Busse and Susan Phillips will view the policies of other libraries. Town Manager Matt Reed agreed to help review the policy for the library.
- b) End of probationary period – Jessica Donovan, Library Assistant I, has successfully completed her six-month probationary period. Motion (Halloran), Seconded (Blanchette) to move Jessica Donovan to regular status now that her probationary period has ended; all in favor, motion passed unanimously.
- c) Salary increases dependent on budget passing – Peg Busse wanted to move forward, depending on the budget passing, with planned 3% increases for library staff. Motion (Blanchette), Seconded (Michalak), that if the budget passes, the increases would go forward. The Board discussed the situation and decided to not make the increases contingent upon the budget. Mary Blanchette then withdrew her motion. Motion (Halloran), Seconded (Michalak), to approve 3% increases for all staff, except for minimum-wage employees; all in favor, motion passed unanimously.
- d) Patron Conduct Policy – In light of a recent uptick of incidents of patrons leaving various objects in the stacks, Director Phillips recommended that a No Solicitation clause be added to the Patron Conduct Policy. The focus of the changes is "No Solicitation" allowed. Any items found will be discarded. Motion (Keune), Seconded (Halloran), to approve the additions/ changes to the Patron Conduct Policy; all in favor, motion passed unanimously.

X. Old Business

- a) 2026 – 2027 Budget Update – After the first town budget failed, the library's operating budget was left intact by the Board of Finance. The LBOT was asked and agreed to fund the security camera capital improvement project of \$75,000. If the second referendum fails possible operating reductions may be needed.
- b) Possible topical meeting ideas for the summer – Peg Busse had requested feedback from CLA conference attendees for topics that might of interest to implement here. Peg wants the Board to discuss strategies and objectives with these ideas in mind during a summer meeting.

XI. Trustee Concerns

None.

XII. Adjournment to Executive Session

Motion (Wambolt-Gulick), Seconded (Keune), to adjourn to Executive Session to discuss the Director's evaluation at 8:02 p.m.; all in favor; motion passed unanimously.

Submitted by: Rhonda Villanova
Recording Secretary



XIII. Motion (Keune), seconded (Halloran) to close Executive Session at 8:43pm.

XIV. Motion (Halloran), seconded (Blanchette) to approve a raise of 2% for Library Director.

XV. Motion (Wambolt-Gulick), seconded (Keune) to adjourn meeting at 8:44pm.